**Table of Contents**

Introduction ........................................................................................................................................................ 2

Parking Permits – Parking Spaces, E-permits, and E-permit Designations .............................................. 3

Tram Service ....................................................................................................................................................... 8

Alternative Modes of Transportation ........................................................................................................... 8

Special Parking Situations ............................................................................................................................... 10

Enforcement and Citations ............................................................................................................................. 12
Introduction

Parking Rules and Regulations Effective Fall 2020

Parking Services Contact Information

Phone: 619-260-4518
Email: parking@sandiego.edu
Website: www.sandiego.edu/parking
Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday, except for USD holidays
Office location: Hahn University Center, Room 102
For emergencies: Call Public Safety at 619-260-2222; for a non-emergency, call 619-260-7777

Parking Services manages 39 parking lots and structures across campus and more than 5,300 spaces. These parking lots serve all faculty, staff, students, university invited guests and general visitors to the university.

Parking Services utilizes License Plate Recognition (LPR) technology to capture and read a vehicle license plate, which acts in place of a physical permit. LPR confirms that the vehicle is registered and has permission to park on campus. Vehicle license plates must be unobstructed, affixed to the bumper, and displayed in view from the driving aisle of a parking space. If a vehicle cover is being used, it is the vehicle owner’s responsibility to ensure that the license plate is visible.

General Regulations

The purpose of parking rules and regulations on USD’s campus are to:

1. Promote safe and orderly mobility while on campus.
2. Ensure efficient parking for all students, faculty, staff, university invited guests and general visitors.
3. Expedite university business and provide maximum safety and convenience.

Please practice safe driving at all times. Our community depends on all of us to maintain safe roadways and walkways.

Parking rules and regulations are enforced 24 hours a day, seven days a week, year-round including intersession, summer, holidays, study days, move-in/out days and finals. This document supersedes all previous manuals, rules and regulations, and governing topics covered by this document. USD may change, delete, suspend and/or discontinue these rules at any time at its sole and complete discretion.

Parking information is available from the Parking Services Office at 619-260-4518 or the Parking Services website. Incorrect information received from any other source is not considered a valid defense of parking violations.
Drivers are required to possess a valid driver’s license when operating a vehicle. Unless otherwise stated by these rules and regulations, all provisions of the California Vehicle Code (CVC) relating to traffic upon roadways shall be applicable on USD property. This includes, but is not limited to: obeying all traffic signs and other traffic control devices including posted speed limits – 15 mph on the roads and 10 mph in parking lots/garages; properly using seat belts; cell phone or handheld device use; driving under the influence of drugs or alcohol; yielding to all pedestrians and cyclists. These rules and regulations cover but are not limited to: automobiles, trucks, motorcycles, motor scooters, electric carts, electric vehicles, mopeds, and bicycles. Drivers found in violation of any CVC provisions or campus rules are subject to USD disciplinary action. Severe violations may result in citation/arrest by the San Diego Police Department.

Immediately report all accidents or traffic violations to the Department of Public Safety. For more information view the California Vehicle Code webpage.

Parking violations inconvenience others and are inconsistent with campus values.

- **Parking permits are required between 7:00 a.m. and 7:00 p.m., Monday through Friday, including vehicles displaying an ADA placard.**
- Vehicle operators are responsible to know all rules and regulations and abide by all posted signs, cones, or parking space markings while on campus. If you allow someone else to drive your vehicle, it is your responsibility to ensure they are aware of the parking rules and regulations. Lack of knowledge, time or available spaces are not valid reasons for violating USD parking regulations.
- Vehicles are required to park in their assigned area at all times.
- Parking is permitted only in spaces marked for parking; drivers may not create their own space.
- Oversized vehicles must be parked in the W2 (Gravel Lot).

**Public Safety Escort**

A Public Safety Officer will accompany any student, faculty member or employee requesting an escort between dusk and dawn to any destination within a one-mile radius of campus. Please call 619-260-7777 to request an escort to your destination.

**Parking Permits – Parking Spaces, E-permits, and E-permit Designations**

**Parking Spaces**

- **White** – Spaces marked with white lines on main campus are open to all commuters and employees with a valid USD parking permit. This does not include any residential areas; residential areas are marked with signs and/or demarcation lines.

- **Yellow** – Spaces with yellow lines are reserved for employees with a valid USD parking permit, unless otherwise noted.
Reserved Spaces and Areas – Spaces and areas marked “Reserved” are reserved Monday through Friday, 7:00 a.m. to 4:00 p.m. unless otherwise indicated. Certain spaces and areas across campus are reserved for special events or other needs. Reserved parking is indicated either by temporary or permanent signs, cones, barricades, or spaces that are painted on the ground. Unauthorized vehicles may be cited and/or towed at owner’s expense.

Loading/Unloading – All loading-zone spaces are open to any vehicle with a valid USD parking permit, as long as the vehicle is parked for less than the 15-minute time limit. These spaces are monitored at all times. Loading/Unloading spaces are to be used to load/unload only. Once you have completed loading/unloading, you must move your vehicle to an authorized space.

Red Curb – Vehicles are not permitted to park, load, unload, sit or wait in a red zone/fire lane at any time, per the California Vehicle Code, Section 22500.1. Unauthorized vehicles are subject to cite and/or tow.

USD Official Vehicles Only/Tow Away – These spaces are reserved 24 hours a day, 7 days a week for USD Official vehicles.

Disabled Spaces/Corridors – Any vehicle in a disabled space must display a disabled placard/plate and have a valid USD parking permit while parked on campus. Parking Services can assign a USD-only disabled permit for up to 14 days to individuals who present a verifiable doctor’s note. If a disabled permit is needed for a longer period of time, please use this 14-day period to obtain a placard from the DMV. Any vehicle illegally occupying or blocking disabled spaces or aisles will be cited and/or towed.

Vehicles displaying a disabled placard/plate may park in any of the following spaces should nearby disabled spaces be unavailable: white line, yellow line, USD Official Vehicles Only/Tow Away spaces or any Loading/Unloading zone. All vehicles displaying a valid disabled placard/plate are required to pay for parking in any metered area on campus. A vehicle displaying a disabled placard/plate may not park in any reserved space between the hours of 7:00 a.m. to 4:00 p.m., Monday through Friday, or a reserved space marked 24/7 at any time.

In compliance with the California Vehicle Code Section 22511.56, any Parking Services or Department of Public Safety personnel may confiscate disabled placards/license plates that are being misused. For more information, please visit California Vehicle Code, Section 22511.56.

Motorcycle – Only motorcycles, motorized scooters or mopeds may park in spaces identified as motorcycle spaces; all other vehicles will be cited and/or towed. Motorcycles, motorized scooters or mopeds may not park outside of these spaces at any time.

Electric Vehicle – EV (electric vehicle) spaces are identified with blue “EV Only” signs and vehicle charging stations. Non-electric vehicles that are parked in EV spaces are subject to cite and/or tow. EVs must be actively charging while parked or are subject to cite. Once your EV is charged, please relocate to another legal space to allow others to charge their vehicles.
**E-permits**

**E-permit Purchase**

All permits must be purchased through the Parking Services Office and are available to purchase on our [online services page](#). E-permits may not be exchanged unless authorized by Parking Services. The rules and regulations for your specific permit supersedes all other rules and regulations.

- E-permits are effective on the day they are purchased.
- One-year permits are effective from July 1 through June 30.
- Fall six-month permits are effective from July 1 through January 25.
- Spring six-month permits are effective from January 4 through June 30.

**E-permit Prices**

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Permit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commuter Full Time Annual</td>
<td>$280.00</td>
</tr>
<tr>
<td>Commuter Full Time Semester</td>
<td>$140.00</td>
</tr>
<tr>
<td>Commuter Part Time Semester</td>
<td>$70.00</td>
</tr>
<tr>
<td>Resident Annual</td>
<td>$290.00</td>
</tr>
<tr>
<td>Resident Semester</td>
<td>$145.00</td>
</tr>
<tr>
<td>Faculty/Staff/Non-Employee/Administrator Annual</td>
<td>$255.00</td>
</tr>
<tr>
<td>Faculty/Staff/Administrator Part Time Annual</td>
<td>$127.50</td>
</tr>
<tr>
<td>Faculty/Staff/Administrator Part Time Semester</td>
<td>$63.75</td>
</tr>
<tr>
<td>Reserved Annual</td>
<td>$660.00</td>
</tr>
<tr>
<td>Motorcycle Annual</td>
<td>$45.00</td>
</tr>
<tr>
<td>Fringe Annual</td>
<td>$125.00</td>
</tr>
<tr>
<td>Student/Faculty/Staff/Administrator Daily</td>
<td>$5.00</td>
</tr>
<tr>
<td>Student/Faculty/Staff/Administrator Weekly</td>
<td>$10.00</td>
</tr>
<tr>
<td>Guest Daily</td>
<td>$8.00</td>
</tr>
<tr>
<td>Guest Weekly</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

**E-permit Refunds**

Refunding Permits for 2020-2021:

- Employees: A refund will be processed at a prorated rate within the 30 days of the date the permit is purchased. No refunds are processed after the 30 days.
- Students: A refund will be processed at a prorated rate before the last drop date of the semester. No refunds will be given after the last drop date of class.
• No parking permit refunds are given to faculty and staff who pay for a permit by payroll deduction.
• No parking permit refunds will be made for guest permits.
• No parking permit refunds will be made for summer conferences or summer related programs.
• An approved request for a refund will be honored upon proof of withdrawal of all debts to USD.

_E-permit Area Designations_

**Commuter Student**

Commuter e-permits are only available to students living off campus. Part-time or full-time status will be determined by each school or program individually and verified through the Registrar’s Office. E-permit fees will not be reduced or waived for part-time students registered for the same number of units as a full-time student. Part-time permits are only available on a per-semester basis.

Commuters may park in white-lined spaces only from 7:00 a.m. to 4 p.m., Monday through Friday. Commuters may also park in yellow-lined or reserved spaces (except those marked Reserved with a specific time by Parking Services) from 4:00 p.m. to 7:00 a.m., Monday through Friday, and at all times on Saturday and Sunday.

Paid parking areas: Commuter students may pay to park in 2-hour zones only, including Torero Way, E11 (Sports Center/Alcala Vistas North), and S10 (Saints South Lot). These spaces are painted with green curbs and green demarcation lines. Commuter students may _not_ park in N4 (Immaculata West Lot) or S7 (KIPJ South Parking Lot) at any time.

**Resident Students**

First-year resident students are not allowed to park on campus. First-year students who can provide adequate evidence that not having a car on campus will result in a hardship can request a waiver by submitting a [First-Year Exception Request Form](#).

Second-year resident students may bring a car to campus and purchase a parking permit for their assigned area. Transfer students who have completed a full school year are allowed to buy parking permits.

Resident students must park in their assigned parking areas listed below or in the W1 (West Lot/Structure) or W2 (Gravel Lot) between 7:00 a.m. and 7:00 p.m., Monday through Friday

- Valley residents must park in white-lined spaces in E1 (Valley B Lot) or on Santa Paula Dr., San Dimas Ave., San Buenaventura Way, or Santa Ana Dr.
- Alcala Vistas residents must park in white-lined spaces in the lots surrounding the Alcala Vista Apartments E9-E11.
- Manchester Village residents parking is restricted to the garages underneath and the white-lined spaces in the lots surrounding the Manchester Village Apartments G3 and G4.
- University Terrace Apartments (UTA) residents must park in the lots surrounding their residence, U1. If the lot is full, UTA residents may park in the lots surrounding the Valley Housing, E1.
- Presidio Terrace Apartments (PTA) residents must park in the lots surrounding their residence, P1 and P2.

Between the hours of 7:00 p.m. to 7:00 a.m., Monday through Friday, and all day on Saturday and Sunday, residents may park in white, yellow or reserved spaces (except those marked reserved 24 hours a day, 7 days a week, or any space reserved by Parking Services) on main campus.

Paid parking areas: Resident students may pay to park in 2-hour zones only, including Torero Way, E11 (Sports Center/Alcala Vistas North), and S10 (Saints South Lot). These spaces are painted with green curbs and green demarcation lines. Resident students may not park outside their assigned area (even with payment at a pay station) in the MPS (Main Parking Structure), E3 (Jenny Craig Pavilion West Lot), N4 (Immaculata West Lot) or S7 (KIPJ South Parking Lot).

**Faculty/Staff**

Faculty/Staff e-permits are available for purchase to all full-time, part-time, and casual/contracted employees of USD. Full-time employee e-permits are available annually by payroll deduction or paid in full at time of purchase; part-time and contracted employees will only have the option to purchase permits by semester paid in full at time of purchase. The Office of Human Resources must verify part-time status. Parking Services does not make the determination for full-time or part-time; you will be sold an e-permit based on your classification information provided by Human Resources.

From 7:00 a.m. to 4:00 p.m., Monday through Friday, employees may park in yellow-lined or white-lined spaces only. From 4:00 p.m. to 7:00 a.m., Monday through Friday, and all day on Saturday and Sunday, employees may also park in reserved spaces not marked 24/7 or reserved by Parking Services.

**Contract Employees and Non-USD Employees**

Contract and non-employee e-permits are available at the rate of $10 per week, or a semester rate of $127.50 full-time. The individual or the host department may pay for these e-permits. Requests for these e-permits should be submitted to Parking Services 3-5 days prior to the start date.

**Reserved**

In order to be eligible for a reserved space/lot, an employee must be full-time and benefit-based. Additionally, employees must be “Active” according to the Office of Human Resources at all times. If an employee will be leaving USD for an extended period of time or taking a sabbatical, their space will be reassigned during that time. Please do not purchase an e-permit beforehand, rather, contact Parking Services so that we may accommodate your individual parking needs. The space will be made available to the employee when they return and at no time may an employee “sublet” their space to another individual, as e-permits are non-transferable. This applies to all situations, including...
sabbatical periods and phased retirements. Any actions that violate these regulations may result in forfeiture of a reserved e-permit.

A reserved e-permit holder is allotted one numbered reserved space or assigned a shared reserved lot that they or their guest may occupy from 7:00 a.m. to 4:00 p.m. Monday through Friday.

Reserved e-permit holders may only park in their assigned space or lot. If you choose to allow someone to use your space during the day, you must add their vehicle information to your parking account. If you are parked on campus while a guest is utilizing your e-permit, you must park in the MPS (Main Parking Structure) or WPS (West Parking Structure) and pay the meter or pay on our pay-by-plate app, ParkMobile. If you need to leave your vehicle parked on campus overnight or for an extended period of time, you must leave your vehicle in the W1 (West Lot/Structure). Vehicles may not be left in reserved spaces for extended periods of time.

Reporting an Unauthorized Vehicle in a Reserved Space/Area

If you have an individual reserved space and an unauthorized vehicle is occupying your space between 7:00 a.m. and 4:00 p.m., please contact Parking Services. You may park in USD tow-away, loading spaces, white or yellow lined spaces. Do not park in another reserved space or a disabled space.

Fringe

Fringe e-permits allow vehicles to park in the bottom three levels of WPS (B1-B3) between the hours of 7:00 a.m. to 7:00 p.m.; vehicles may park on main campus after 7:00 p.m. until 7:00 a.m., and all day Saturday and Sunday. Fringe e-permits are sold on an annual basis. These e-permits have a limited availability, are sold on a first-come, first-serve basis and are not available for USD resident students.

Tram Service

USD provides free tram service to all students, employees, guests and visitors. During the regular semester, the trams run Monday through Friday, between the hours of 7:00 a.m. and 11:00 p.m. The trams run in circular loops around campus throughout the day in addition to providing service to and from Old Town Transit Center from 6:45 to 9:45 in the morning and from 3:00 to 8:00 in the afternoon/evening. For more information, please visit the Tram Information Page.

Alternative Modes of Transportation

Our transportation demand management (TDM) programs and policies are geared toward reducing single-occupancy vehicles traveling to and from campus and improving transportation efficiency for students, faculty and staff. We encourage all of our community members to assist USD in reducing transportation-related greenhouse gas emissions.
Public Transportation – MTS (SD Metropolitan Transportation System) is an easy way to commute. Discounted student semester passes are sold at the SLP Ticket Desk, and they are valid for the MTS Trolley, MTS Bus/Express, MTS Rapid, NCTD Breeze and NCTD Sprinter. They are not valid for the Coaster. For more information, visit their website.

Transit Center Tram Service – USD trams service the Old Town Transit Center Monday through Friday from 6:45 a.m. to 9:45 a.m. and from 3 p.m. to 8 p.m.

Carpools – Carpool spaces are reserved from 7:00 a.m. to 10:00 a.m., Monday through Friday, for vehicles displaying a valid carpool permit obtained from the East or West entrance kiosks. Carpool permits are distributed daily upon request, pending availability, to vehicles having two or more people of legal driving age (driver plus at least one passenger). Carpool permits are only available to vehicles with valid e-permits for USD commuter students, faculty and staff. Resident students may not use this permit.

The West Kiosk issues carpool permits for:
- G1 (KIPJ Garage-newly located on the bottom level)
- G2 (Mother Rosalie Hill Hall)

The East Kiosk issues carpool permits for:
- MPS (Main Parking Structure)
- S9 (Saints West/Hughes East)

Carpool spaces are identified with carpool signs placed in front of each space. Before 7:00 a.m. and after 10:00 a.m., these spaces are open to Reserved, Faculty/Staff and Commuter Student permit holders.

Bicycle Loan Program – The Department of Public Safety provides a limited number of bicycles to students, faculty and staff free of charge for up to one week. The bicycles, which include a lock and helmet, may be used on and off campus. More information can be found on the Public Safety Torero Bike Library site.

Guaranteed Ride Home – This SANDAG-sponsored program provides a safety net for commuters who carpool, vanpool, take transit, walk or bike to work. Registered participants get a free ride home up to three times per year in the event of personal or family emergency, unexpected overtime, unexpected schedule changes, vehicle breakdown of carpool or vanpool, or being stranded at work due to a bike problem. Complete information about this service can be found on the Commute SANDAG web page.

Fresh Air Permit – Fresh Air Permits are available at no charge to employees who typically use an alternate mode of transportation to commute to campus (e.g., ride a bike, take the trolley, carpool, etc.). Fresh Air Permits are valid only in MPS (Main Parking Structure) and WPS (West Parking Structure). Alternate form of transportation must be verified. The Parking Services Office issues Fresh Air Permits with a validation code on a per-semester basis, which allows parking up to 16 days per semester.
• Fall Semester: July 1 – January 3
• Spring Semester: January 4 – June 30

**Special Parking Situations**

**Alumni Parking**

Paid daily parking is available in **MPS** (Main Parking Structure) or **WPS** (West Parking Structure) and **W1** (West Parking Lot). If more frequent parking is required, please visit the Parking Services Office to purchase an e-permit, at the rate of $10 per week. An Alumni Card is required to obtain this discounted weekly rate. Alumni Cards must be obtained from the Degheri Alumni Center, Suite 137; call 619-260-4819; or email alumni@sandiego.edu.

**St. Francis Seminary**

Permits are available at no cost to seminarians and employees of the St. Francis Seminary. Parking is restricted to the St. Francis Seminary parking area only.

**Immaculata Parishioners**

Permits are available to parishioners of the Immaculata at no cost by contacting the Immaculata Office. USD affiliates are not eligible for these permits. Parking is restricted to the **N3 and N4** (Immaculata North and West) parking areas only.

**Vendor, Construction and Service Vehicle Parking**

Vendor or service vehicle parking permits are available to external vendors who service the campus and need to load/unload or access equipment from their vehicles. The vendor’s USD contact/coordinator must submit a Vendor Parking Permit Request to Parking Services at least three business days before the permit is needed. Vendor permits are not available to current students or employees. Vendor permits are only valid in USD vehicle and loading/unloading spaces. These permits are not valid in any other lot, including disabled, resident, reserved spaces/ lots, or metered spaces (unless paid for). If parked in a timed space, including USD only or loading zones, vehicles may not exceed the 15-minute time limit. Short-term loading/unloading vendor parking spaces are available adjacent to every building. Long-term vendor parking permits are available for the **W2** (Gravel Lot).

**Construction Vehicles** – All construction vehicle parking permit requests must be submitted by the university project manager to Parking Services at least three business days before the permit is needed.

**Long-Term Parking**
Vehicles parked on campus for an extended period of time must be in the WPS (West Parking Structure). Vehicles left in any other area are subject to citation or relocation at the vehicle owner’s expense. Long-term vehicle storage is not permitted on campus, except for USD holidays, intersession, and summer breaks. Vehicles left for more than 72 hours in one location (except residential areas) may be cited and are subject to relocation at the owner’s expense. No person may sleep or stay overnight in any vehicle on the University of San Diego property.

**University Invited Guest Parking**

University Invited Guests include those who have been invited to campus for a specific purpose by faculty or other campus authorities, for example a guest speaker for a class, a trustee attending a board meeting or an invited external group. Payment may be made by the sponsoring department or by the guest. University invited guests have dedicated meter parking in S7 (KIPJ South Parking lot) and N4 (Immaculata West Parking lot, after 9 a.m.) at a rate of $1.50 per hour up to $8 for all day. Guests may also purchase timed parking privileges via the ParkMobile app. Visit the ParkMobile website for more information.

Note that USD employees and students may not use metered parking in these areas Monday through Friday, from 7 a.m. to 7 p.m.

**General Visitors, Metered Parking, and Special Events**

General Visitors include those who are on campus for tours, events and athletic contests. Metered parking is available for general visitors in the MPS (Main Parking Structure), WPS (West Parking Structure), and W1 (West Parking Lot) at a rate of $1.50 per hour up to $8 for all day. Visitors may also purchase timed parking privileges via the ParkMobile app. Visit the ParkMobile website for more information.

- License plate information is required for payment at a pay station or via the ParkMobile app. A 40-cent convenience fee is applied to each ParkMobile transaction. Tip: take a picture of your license plate with your smartphone because refunds will not be given or citations excused for information that is entered incorrectly.
- Restricted Spaces – University invited guests and general visitors may not park in USD Official Vehicle Only spaces or red curb emergency zones.
- Posted Signs – Please read and abide by all signs posted on cones and/or barricades before parking to ensure you do not park in an area that is reserved or closed.

**Metered Locations**

The following locations require a USD parking e-permit or payment at a pay station.

- MPS (Main Parking Structure)
- WPS (West Parking Structure) and W1/W2 (West Parking Lot, Gravel Lot)
- E3 (Jenny Craig West Lot)
- E6 (Manchester Field/Softball Field Lot)
The following locations require all vehicles to pay at a pay station (including those with a valid USD parking e-permit) and these locations have a two-hour time limit. Once the two hours is expired, you must move your vehicle to another location and cannot stay in the same 2-hour metered location.

- Torero Way
- S10 (Saints South Lot)
- E11 (Sports Center North Lot/Alcala Vistas)

Visit Parking Services Metered Parking webpage for more information about metered parking on campus.

**Paid Parking Rates**

<table>
<thead>
<tr>
<th>TIME</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 2 Hours</td>
<td>$3 ($1.50/hr)</td>
</tr>
<tr>
<td>2 – 4 Hours</td>
<td>$4</td>
</tr>
<tr>
<td>4+ Hours (Full Day)</td>
<td>$8</td>
</tr>
</tbody>
</table>

**Special Event Parking**

For events that take place on multiple days, guests must purchase a parking e-permit at $8 per day or $40 per week. Vehicle license plates must be unobstructed, affixed to the bumper, and display in view from the driving aisle of a parking space.

Event coordinators are responsible for making arrangements for parking e-permits three business days prior to the arrival date. E-permits may be purchased in bulk by contacting the Parking Services Office by email at parking@sandiego.edu.

**Enforcement and Citations**

**Enforcement**

The university utilizes License Plate Recognition (LPR) to confirm vehicles are parked in their designated areas. LPR information is located on the Parking website. In addition, any Parking Services employee or Public Safety officer may enforce the rules and regulations within this manual.

Parking on USD property is a privilege, not a right. A vehicle shall not be parked, be left standing, or idle, unless it is in compliance with USD’s parking rules and regulations; failure to do so may result in fines, relocation, impound, parking location restrictions, loss of vehicle privileges, loss of parking privileges or future ineligibility to obtain USD parking permits. Violation of these rules may result in disciplinary action taken against students, employees or guests. Students may be found in violation of the Student Code of Conduct #8 and #15, and a Student Conduct Report may be filed with the Department of Public Safety.
Please plan ahead and allow sufficient time to get to your desired destination. Lack of convenient parking is not a valid reason for parking illegally.

Fines are assessed following the penalty escalation schedule published and enforced at the time of the violation. Fines imposed for violating these rules will be the sole responsibility of the individual who purchased the permit. The person obtaining the USD permit is responsible for all citations issued to each vehicle registered to that person. If previous citation fines assigned to a vehicle are unidentified due to lack of permit and this vehicle is subsequently documented with a USD permit, these citations and fines will be applied retroactively. If you loan your vehicle to another person, you are obligated to inform them of the parking rules and regulations. Registered owners are liable for all citations issued to their vehicles regardless of who was driving at the time of the infraction.

Following is a list of all violations and fines. These violations and fines are in effect for the 2020-2021 academic year, but are subject to change by USD at any time in its sole discretion.

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>FINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not actively charging EV</td>
<td>$25</td>
</tr>
<tr>
<td>Against the flow of traffic</td>
<td>$50</td>
</tr>
<tr>
<td>Carpool space</td>
<td>$50</td>
</tr>
<tr>
<td>No valid e-permit</td>
<td>$50</td>
</tr>
<tr>
<td>Exceeding time limit</td>
<td>$50</td>
</tr>
<tr>
<td>Unpaid meter</td>
<td>$50</td>
</tr>
<tr>
<td>Parked in 2 spaces</td>
<td>$50</td>
</tr>
<tr>
<td>Incorrect plates</td>
<td>$50</td>
</tr>
<tr>
<td>No plates displayed/blocked plates</td>
<td>$50</td>
</tr>
<tr>
<td>Parked outside assigned area</td>
<td>$100</td>
</tr>
<tr>
<td>Relocate vehicle</td>
<td>$100</td>
</tr>
<tr>
<td>Multiple plates</td>
<td>$100</td>
</tr>
<tr>
<td>Permit sharing</td>
<td>$100</td>
</tr>
<tr>
<td>Fraudulent use of citation</td>
<td>$100</td>
</tr>
<tr>
<td>Parked in USD official vehicle/tow away space</td>
<td>$100</td>
</tr>
<tr>
<td>Parked in reserved space/area</td>
<td>$100</td>
</tr>
<tr>
<td>Not in marked space</td>
<td>$100</td>
</tr>
<tr>
<td>Parked in fire lane/red curb</td>
<td>$200</td>
</tr>
<tr>
<td>Parked in disabled space/access corridor</td>
<td>$350</td>
</tr>
<tr>
<td>Altered/stolen plates</td>
<td>$400</td>
</tr>
</tbody>
</table>

All e-citations will be emailed to the registered e-permit owner. If there is no email address on file, a paper citation will be placed on the vehicle.
**Payment of E-Citations**

**Online** – A citation may be paid with a credit card within 14 days of issuance at [http://www.sandiego.edu/parking](http://www.sandiego.edu/parking). If a payment or appeal is not made within the 14-day period, fine amounts will double. Also, student fines will be transferred to the student’s account and must be paid through the One Stop Student Center.

**In Person** – Payments by credit card (except American Express), Campus Card, and checks are accepted in the Parking Services Office. Cash payments are accepted between 9:00 a.m. and 4:00 p.m. Monday through Friday in the Campus Card Office located in University Center 127 or the Cashiers Office located in Hughes 211. Please include any late fee along with the base fine amount.

**Mail** – E-citation payments by check can be mailed to the following address:
University of San Diego
Parking Services
5998 Alcala Park UC 102
San Diego, CA 92110

Please make checks payable to University of San Diego, and include the USD ID number and/or e-citation number on the check. Do not send cash through the mail. Please include all additional fines that may apply to the e-citation. If unsure of the total fine amount, please contact Parking Services prior to mailing a check.

**Escalation of Fines**

The fine amount will double
- If a citation is not paid or appealed within 14 days of receipt.
- When there are more than three citations for the same type of violation.

Further violations of parking regulations may result in the suspension of some or all parking privileges on campus. If Parking Services finds operators in violation of these further restrictions, the operator’s vehicle will be impounded at the owner’s expense and all parking and driving privileges on campus will be revoked. If a student is found in violation of the Student Code, a Student Conduct report will be filed with the Department of Public Safety. For more information regarding escalating fines, suspension or revocation, please contact the Parking Services Assistant Director or Supervisor.

For students, the fine amount for any outstanding citation will be transferred to the student’s account after 14 days and the fine will double. Failure to pay a student account balance will result in a hold being placed on student registration, academic records or transcript requests, and may subject the permit holder’s vehicle to impound.

For employees, failure to pay or appeal a citation within 14 days will result in the fine doubling and will prevent the purchase of future permits and/or subject the permit holder’s vehicle to impound. After second notice of failure to pay, the employee’s supervisor will be notified for disciplinary
actions. All driving privileges at USD will be suspended until all parking fines are cleared or a payment plan has been established.

**Appeals Process**

All appeals must be submitted:
- Through the Parking Services online customer portal at: [http://www.sandiego.edu/parking](http://www.sandiego.edu/parking)
- By the vehicle operator who received the citation
- Within 14 days of the date of issuance of the citation

Parking Services will not accept:
- Appeals submitted by email
- Third-party appeals
- Appeals submitted outside of the 14-day period, regardless of the reason

Lack of knowledge, available space, lack of time, or the inability to pay a citation are not considered valid reasons for violating parking regulations and will not be considered acceptable appeal reasons.

The Parking Services Appeals Committee will correspond through email, typically within 14 days. To receive the decision, the appellant must provide a correct email address. Escalation or doubling fines will be on “pending appeal” status with no escalation until you receive a response, upon which the escalation timeline will resume.

**Re-appeal**

Students who wish to contest an appeal decision may follow a re-appeal process, overseen by Associated Student Government. Re-appeals must be submitted within 14 days of the Appeals Committee’s response. Prior to registering for a re-appeal, the citation(s) must be paid in full. Once paid in its entirety, fill out the re-appeal form on the Parking Services website. All re-appeal requests must be submitted at least two days prior to the re-appeal court date.

Student re-appeals are scheduled with a guaranteed minimum of eight hearings per meeting. Please refer to the Associated Student Government bi-laws for more information on student rights, or contact your student representative. The re-appeal court dates for the academic year of 2020-2021 are posted on the Parking Services website.

Employee, visitor and guest re-appeal appointments are scheduled through Parking Services by email. The citation(s) must be paid in full before setting an appointment.

**Relocation and Impound of Vehicles**

USD reserves the right to either relocate or impound vehicles through the use of an off-campus agency. During the course of a relocation or impound, it may be necessary for an authorized employee of USD or the tow company to access the vehicle. USD assumes no responsibility for damage to a vehicle as a result of being impounded or relocated or when a Public Safety Officer or
other employee is assisting with help-related services. Please contact the Parking Services Office Monday through Friday between 8:00 am and 5:00 pm or the Department of Public Safety after hours if you believe your vehicle has been relocated or impounded.

Vehicles may be relocated when considered necessary by the Parking Services Office. Relocated vehicles will be placed in another area of campus and may be retrieved by the registered owner. A $100 relocation fee will be added to the citation upon relocation.

Vehicles are subject to impoundment pursuant to California Vehicle Code Section 22658 when the vehicle has been issued a notice of parking violation and 96 hours have elapsed since the issuance of that notice or if parking/driving privileges have been revoked. Impounded vehicles will be removed by an outside agency and may be picked up by the registered owner or legal agent only after paying an impound fee. Vehicle and personal information may be collected by USD from the agency. Unresolved citations and associated fines will be assigned to whomever the vehicle is released after impoundment.

**Loss, Damage or Theft**

Owners are solely responsible for loss, damage or theft to their vehicles and its contents while on USD property. USD is not responsible for any damage that may occur while a vehicle is being impounded, relocated or when a Public Safety Officer or other employee is assisting with help-related services. The Parking Services Office recommends always locking your vehicle when parked on campus, and ensuring that no valuables are left in your vehicle. If you are a victim of theft on campus, please file a report as soon as possible with the Department of Public Safety. Additional safety tips can be found on the [Department of Public Safety’s website](#).

UPDATED 05/15/2020